

(h) If the appropriate lists do not contain a sufficient number of eligibles to conform with the formula prescribed in subsection (a) of this section, the maximum number of available eligible persons willing to accept appointment shall then be certified. Under such circumstances, the mayor shall not be required to make an appointment from such lists and the director shall then prepare an examination in order to create a new eligible list from which certification shall be made.

(i) The department director shall forward to the director, with due notice of appointments, copies of all correspondence to and from those persons interviewed.

(j) When, upon request for certification, there are no eligibles on an appropriate list, certification may be made at the discretion of the director, and the director may appoint any qualified person available to fill the position.

(Code 1968, § 12-111; Ord. No. 77-1303, § 1, 7-5-77; Ord. No. 05-91, § 1, 1-25-05)

Sec. 14-112. Report and effective date of appointments.

An appointment shall be reported immediately to the human resources department on the form prescribed by the commission. The director, after certification of conformity with the rules, shall forward one copy of the form to the department concerned, the payroll section, and the civil service personnel files. An appointment shall become effective as of the date on which the appointee enters upon duty.

(Code 1968, § 12-112; Ord. No. 96-1290, § 9, 12-4-96)

Sec. 14-113. Temporary and emergency appointments.

(a) Whenever a department requires temporary assistance because of a special project, a temporary increase in the work load, or absence of a regular employee, appointments may be made from an appropriate eligible list for the duration of such unusual work. Each such employee shall have the prefix TEMPORARY as part of his title.

(b) The acceptance or rejection by an eligible of temporary appointment shall not affect his standing on the eligible list, but the temporary service may be counted as a part of his probationary period only in case of immediately subsequent, permanent employment in the same position in the same department.

(c) No temporary appointment shall be made for a period of more than three months, but may be extended by the commission for a longer period. No temporary employment shall become permanent unless the employee, at the time of original, temporary placement, came from an eligible list for that position. In case it is desired to convert a temporary appointment into a permanent one, such appointee shall fulfill the requirements covering candidates for original entrance into the service and must be certified by the commission before he may become a regular appointee.

(d) In the event of an emergency which may result in loss of public property or in serious inconvenience to the public, the mayor may direct the commission to select and appoint a person or persons without regard to the rules governing other appointments, but in no case shall such emergency placements be employed for longer than the duration of the emergency and each such employee shall have the prefix EMERGENCY as part of his title.

(e) Successive or consecutive emergency appointments shall be made only with express approval by the commission with a view of limiting a person to a total of 90 working days of such employment.

(f) Emergency appointments shall be reported promptly to the commission with reasons therefor; the commission reserving the right to inquire into the nature of the emergency.

(Code 1968, § 12-113)

Sec. 14-114. Approval of appointments.

(a) Approval by the commission of regular appointments made in conformity with civil service rules and from lists of certifications shall not be required, as certification of eligibles shall be deemed as having fulfilled civil service requirements.